



DEPARTMENT OF THE NAVY

STRIKE FIGHTER SQUADRON TWO ZERO THREE
NAVAL AIR STATION
MARIETTA, GEORGIA 30060-5099

VFA-203INST 1050.1K
00
23 OCT 1998

STRIKE FIGHTER SQUADRON TWO ZERO THREE INSTRUCTION 1050.1K

Subj: LEAVE, LIBERTY AND SPECIAL REQUESTS

Ref: (a) MILPERSMAN Art. 3020020-3030100
(b) U.S. Navy Regulations, 1990

Encl: (1) Routing/Approval Matrix

1. Purpose. To publish procedures and policy for granting leave, liberty and special requests.

2. Cancellation. VFA-203INST 1050.1J

3. Policy. Leave shall be granted per references (a) and (b). All personnel shall be afforded the opportunity to and encouraged to take annual leave consistent with command operational and training work loads. No department head will schedule more than 25 percent of assigned personnel for leave at any one time except as directed by the Commanding Officer for Thanksgiving, Christmas and New Year holiday leave periods. In general, the following policy applies:

a. To obtain maximum benefit from annual leave, personnel are encouraged to take leave for a period of at least 14 consecutive days in order to use their entire 30 days leave each year.

b. Leave requests will be submitted using NAVCOMPT Form 3065 to reach the Administrative Department at least five working days prior to the requested departure date, except in emergency or unusual circumstances.

c. Emergency leave may be granted when it is demonstrated that an emergency exists within the service member's or spouse's immediate family. Emergency leave may be verified by letter, telegram, or telephone call to the command from the dependent, cleric, attending physician, American Red Cross or other interested party. Red Cross verification is recommended and desired; however, such verification is not required. After normal working hours the Squadron Duty Officer (SDO) may authorize emergency leave not to exceed 14 days. When emergency leave is granted, the SDO or Assistant Squadron Duty Officer (ASDO) shall initiate a leave request and use the next Leave Accounting Number (LAN) from the LAN Log supplied by admin. The SDO or ASDO shall notify the individuals department head as soon as practical.

d. Requests for extension of leave/emergency leave will be approved through normal channels commensurate with the situation and the individuals duties and responsibilities.

e. Annual leave shall not commence prior to the expiration of the member's normal working hours on a day of duty. The day of departure from the command is a day of duty not chargeable as leave. If no duties are scheduled for that day (i.e. a regular day off) leave may commence anytime during that day. The day of return from leave shall be counted as a day of leave except when the member returns before the commencement of normal working hours, in which case the day of return will be counted as a day of duty.

f. Checking out on leave late or checking in from leave early could be construed as an abuse of the watch system since a person is excluded from the watch bill for the entire time-frame of the approved leave. Such instances may require explanation to the Executive Officer (XO).

g. E-5 and above are authorized phone muster to check on and off leave. A logbook entry will be made in the duty office log. The (Part 1) of the NAVCOMPT 3065 shall be completed upon phone check out/in and must be returned to the Administration Department within three working days of return from leave. E-4 and below are required to site muster with the ASDO when checking on and off leave.

h. The original (Part 1) of the NAVCOMPT 3065 must be carried by the member at all times when in a leave status.

i. Requests which recommend disapproval will be forwarded to the CO via the chain of command annotating the reason for recommending disapproval. **NOTE: ONLY THE COMMANDING OFFICER MAY DISAPPROVE LEAVE.**

j. Requests for leave will be prepared and administered as follows:

(1) Officers. Submit leave request to the CO/XO/OIC via the Senior Watch Officer. Approved requests will be forwarded to the Administrative Department for review and assignment of a LAN. The CO/XO/OIC will advise Commander, Carrier Air Wing Two Zero of intended leave plans.

(2) Chiefs. Submit leave request to the CO/XO/OIC via the Department Head and Senior Watch officer. Approved requests will be forwarded to the Administrative Department for review and assignment of a LAN.

VFA-203INST 1050.1K
23 OCT 1998

(3) Enlisted Personnel. Submit leave request to Department Heads via their respective chain of command and section leader. Approved requests will be forwarded to the Administrative Department for review and assignment of a LAN.

k. Leave Revisions. If a member wishes to change the dates on a previously approved leave request, a new leave request must be submitted indicating "revised leave dates" in the remarks section, attach it to the previously approved form and route through the appropriate chain for consideration.

T. G. CANOLL

Distribution:
VFA-203INST 5216.1H
List I (Case A)

ROUTING/APPROVAL MATRIX

ROUTING				APPROVAL AUTHORITY	
TYPE OF REQUEST	DEPT CPO/DO	CMC	SWO/ SL	DEPT HEAD	CO/XO/OIC
ANNUAL LEAVE	1	3	2	X	X
Spec Lib 1 day			2	X	
Special Liberty 2 days or more	1		2	3	X
Special Pay		2		3	X
Exchange of Duty/ E6 & below	1		X		
Request for CWO/LDO or other special program <small>*note 3</small>		2		3	X
Off duty Courses <small>* note 3</small>	1	2		X	
Reenlistment <small>*note 3</small>		2		3	X
Separation Leave <small>*note 2</small>	1	2	3	4	X
Change of rate <small>*note 3</small>		2		3	X
Transfer <small>*note 3</small>	1	2		3	X
Single BAQ		2		3	X
Request Mast	1	2		3	X
Advancement (E1-E2) <small>*note 3</small>		2		3	X

Notes:

1. Maybe in conjunction with Sat/Sun.
2. Final leave days must be resolved using the PLR/PSD.
3. Command Career Counselor verify eligibility.

Encl (1)